

## **REGULAR MEETING OF THE JASPER COUNTY BOARD OF COMMISSIONERS**

**April 1, 2013**

The Jasper County Board of Commissioners met this date at 8:15 A.M. in the Commissioners' Room, Suite 202, of the Jasper County Courthouse located at 115 West Washington Street, Rensselaer, Indiana, with the following members present: Kendell Culp, James A. Walstra and Richard E. Maxwell. Also present was the Auditor of Jasper County, Kimberly K. Grow; Deputy Auditor, Donna J. Horner; Highway Engineer/Supervisor, Jack R. Haberlin; and the Attorney who represents the Commissioners, Eric Beaver. Those present stood and recited the Pledge of Allegiance led by Judge James Ahler.

CLAIMS: Mr. Walstra made a motion to approve the claims as submitted. Mr. Maxwell seconded and the motion carried.

PAYROLL CLAIM & ALLOWANCE DOCKET: Mr. Maxwell made a motion to approve the Payroll Claim and Allowance Docket for the check date ending March 28, 2013. Mr. Walstra seconded and the motion carried.

MINUTES: Mr. Walstra made a motion to approve the Minutes of the Continued Meeting held on March 18, 2013. Mr. Maxwell seconded and the motion carried.

BURIED CABLE: Mr. Maxwell made a motion to approve the following buried cable permits as submitted by Nipsco. Mr. Walstra seconded and the motion carried.

### NIPSCO

ACT #90236

Installation of an underground electric service for an irrigation system in Kankakee Township. There is tile in the area.  
(Permit No. 664)

ACT #WO44676-3

Extension of natural gas mains along the county roads and installing gas services to the existing homes along the route. There is tile in the area. (Permit No. 665)

REZONE / UNION TOWNSHIP: A request was previously made to change the zoning classification of real estate in Union Township from the A1 Conservation Agriculture District to the A2 General Agricultural District. Mary Scheurich, Director/Planning & Development, stated that she has still not yet received the legal description for the 10 acre parcel. The rezone has to be addressed within 90 days of the application; therefore, the applicant will have to go through the process again if they are still interested.

FARMERS MARKET: The Rensselaer Farmers Market group has requested approval to hold their Farmers Market on Saturday mornings beginning Saturday, May 4 through October and on Tuesday evenings during the months of July and August. Mr. Walstra made a motion to approve the request. Mr. Maxwell seconded and the motion carried.

LITTLE COUSIN JASPER FESTIVAL / REQUEST FOR STATEMENT: At the March 4 meeting, Pat Fox, Little Cousin Jasper Festival Committee Member, requested a written statement from the Commissioners stating that the courthouse grounds are being donated for the festival's use. This statement is needed in order to obtain a festival license with the Gaming Commission. This license would allow the festival to hold a 50/50 drawing, raffles, etc. A statement has been prepared and was signed by the Commissioners.

SPRING CONFERENCE / AUDITOR: Kim Grow, Auditor, requested permission for herself and two deputies to attend the Auditor's Spring Conference to be held May 14-17 in Indianapolis. Mr. Walstra made a motion to approve the request. Mr. Maxwell seconded and the motion carried.

MORGUE / UPDATE: Andy Boersma, Coroner, was once again present to express the need for a morgue. After a short discussion, Mr. Culp stated that he will contact Mr. Boersma to discuss some ideas and suggestions.

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PROMPT AMBULANCE SERVICE: Nate Metz was present to introduce himself as the new Operations Manager for Prompt Ambulance Service. Mr. Metz stated that he was hired on December 23 and felt that it would be good practice to take 90 days to access the entire company before making any changes. On March 23, Mr. Metz advised his staff that changes would be coming and he was present to advise the Commissioners of these same changes. One of the first changes that will be taking place at the Rensselaer facility is a new command structure. The new command structure is comprised of a supervisor for each shift. Terri Swartz will assist Mr. Metz in managing the Rensselaer facility as he has three other facilities to manage as well.

Mr. Metz stated that he is a firm believer in reaching out to the community. The third week in May, we are planning "Operation Spring Clean". Mr. Metz stated that they are hoping to receive some support from others within the community.

PARKING LOT / EMPLOYEE: Mr. Culp stated that the Commissioners did include money within their 2013 budget to pave the employee parking lot. Mr. Haberlin will get quotes.

EMERGENCY MANAGEMENT PERFORMANCE GRANT: Mr. Walstra made a motion to approve the Emergency Management Performance Grant. Mr. Maxwell seconded and the motion carried.

GLOBAL CONNECT: Bill Batley, IT, stated that the Sheriff's Department has given us access to the Global Connect system in order to allow us to establish call back lists for all of the county employees. This could be used in such cases as closures or if there were a need to evacuate the courthouse and/or any other county buildings. An email has been sent out to all county employees requesting at least one 24-hour phone number. Operating procedures will need to be established.

COUNTY WEBSITE: Mr. Batley reported that we are moving forward with the new website. All of the final documentation was submitted last week. The goal is to be live within 60 days.

ANNUAL REPORT: Kim Grow, Auditor, reported that the Annual Report has been submitted to the State. Mr. Walstra made a motion to approve the Annual Report. Mr. Maxwell seconded and the motion carried.

RADIO COMMUNICATIONS TOWER: Sheriff Risner stated that, in regards to radio communications, we are currently working on trying to solve the issue we have with our VHF frequency. The infrastructure for VHF is under our control and ability to repair as needed. The 800 mhz is under the State's control and what we find is that occasionally we lose radio contact with our units because of a tower that is rebooting or some type of issue that occurs. We have no control over when they fix those sites, when they get prepared, or when they reboot. When they rebanded our VHF frequency under federal requirements, it shortened the distance of transmission ability as well as weakening the signal output. RA-Comm, Inc. has been working on a solution. Right now, the issue is Stackhouse Hill which is located just north of Antcliff. Our signal from our tower located at our station does not clear the debris and hill of Stackhouse Hill. A price quote for building a 280 foot tower was distributed. Further discussion took place.

CORRECTIONAL OFFICER / POSSIBLE REPLACEMENT: Sheriff Risner stated that he has received some information that a current Correctional Officer may be leaving the position. If this happens, Sheriff Risner would like permission to proceed with filling the existing position. Mr. Maxwell made a motion to approve the request. Mr. Walstra seconded and the motion carried.

REQUEST FOR AN ADDITIONAL DRUG INTERDICTION OFFICER: Sheriff Risner once again expressed the need for an additional Drug Interdiction Officer. Sheriff Risner stated that he approached the Council last month in regards to having his salary placed back into the County General Fund allowing some money to be freed up within the Public Safety Fund.

JASPER COUNTY COURTHOUSE AND ANNEX RESTROOMS REMODEL PROJECT: Jack Haberlin, Highway Engineer/Supervisor, stated that he contacted Titan Construction Services, Chesters, and Andree Builders in regards to obtaining quotes on the work to be completed on the restrooms in order to make them ADA compliant. No quotes were received from these companies.

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JASPER COUNTY COURTHOUSE AND ANNEX RESTROOMS REMODEL PROJECT  
CON'T: A quote was previously submitted by The Hamstra Group. Bruce Przbylski was present on behalf of Hamstra Group. Mr. Maxwell made a motion to accept the quotes submitted by The Hamstra Group for the Courthouse restrooms and Annex restrooms pending the timetable of the projects. Mr. Walstra seconded and the motion carried.

GUTS / LETTER: Attorney Eric Beaver drafted a letter to be sent to GUTS regarding the issues being experienced with the CYMA financial software package. Mr. Walstra made a motion to approve the letter drafted by Attorney Eric Beaver. Mr. Maxwell seconded and the motion carried.

COUNTY VEHICLE: Mr. Culp stated that policies/procedures need to be established regarding the use of the county vehicle. Stace Pickering, Consolidated Insurance, stated that proof of insurance from each driver is not needed. However, a copy of the driver's license of each employee that will be driving will be required.

EMPLOYEE TIMESHEETS: There have been some questions arise regarding employee timesheets from the half day that the county closed due to snow. A few employees were already at work when the decision was made to close. These employees put down for 4 hours of compensatory time; however, those hours were already paid by the county. Mr. Culp stated that clarification on policy is needed. Mr. Maxwell made a motion that time worked during regular working hours when the county is closed will not count as additional overtime hours. Mr. Walstra seconded and the motion carried.

MALINOWSKI CONSULTING, INC / AGREEMENT: Judge Potter explained that the State and Federal funding of specific child support cases (Title IV-D) allows for reimbursement of 66% of eligible costs. Judge Potter proposed using Malinowski Consulting, Inc. to be our "provider". The cost would be \$650.00 per month. Mr. Maxwell made a motion to approve the Agreement with Malinowski Consulting, Inc. pending Attorney Beaver's approval. Mr. Walstra seconded and the motion carried.

At this time, there was a short break.

JASPER COUNTY LAW ENFORCEMENT AND DETENTION CENTER / PRELIMINARY ASSESSMENT: Craig Martin, Business Development Manager / EMCOR, introduced Brian Walker, Engineering Manager, and Matthew Klok, Energy Engineer. Mr. Walker reviewed and discussed the following options:

ECM 1.0: Variable Refrigerant Flow (VRF) System for 911 Dispatch: This ECM would provide for the installation of a Variable Refrigerant Flow (VRF) system into the 911 Dispatch areas. This would affect the following areas: 911 Dispatch, Director's Office, EMA Office, Sheriff's Office, Office 2002 and Office 2003. This option does not require additional ductwork. All heating and cooling would be through a cassette that is either on the wall or through the ceiling. From an energy perspective, this option alone will not be an energy savings but is rather an energy debt. Additional alternate options were reviewed.

ECM 2.0: Variable Refrigerant Flow (VRF) System for 911 Dispatch; Partial VRF Redundancy: This ECM would provide for the installation of (2) Variable Refrigerant Flow (VRF) systems into the 911 Dispatch areas. This would affect the following areas: 911 Dispatch, Director's Office, EMA Office, Sheriff's Office, Office 2002 and Office 2003. This system design provides a level of redundancy to the heating and cooling systems of the 911 center through the dual systems and changes the configuration of the ventilation system to be connected directly to the VRF cassettes. This option also has additional alternate options.

ECM 3.0: Back Draft Dampers on Fans in RTU: This EMC adds back draft dampers (BDD) to the inlet side of the (2) supply fans and (2) exhaust/return/relief fans. This measure would positively affect occupant comfort and provide a level of redundancy to the existing RTU system in the case of a fan failure.

ECM 4.0: RTU Return/Exhaust/Relief System Reconfiguration: This ECM encompasses modification of the ductwork, within the structure, to separate the exhaust airstream from the return air stream. This option will have the biggest payback from an energy perspective.

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JASPER COUNTY LAW ENFORCEMENT AND DETENTION CENTER / PRELIMINARY ASSESSMENT CON'T:

ECM 5.0: Convert RTU from Electric Heat to Hot Water Heating with Natural Gas (NG) Boiler: This ECM encompasses the modification of the RTU's heat source from electric resistance heat to natural gas heating.

ECM 6.0: Convert 400 Watt Metal Halides (HID) to T8 Fluorescents: This ECM encompasses the replacement of the existing HID lighting systems with more efficient fluorescent lighting systems. This measure provides a solution to replace outdated, inefficient lighting equipment.

Some additional future considerations as well as the project costs and savings summary were also reviewed and discussed. Mr. Walker stated that they can improve the system by making these changes; however, there is no way that we can say that there will be optimum comfort with the limitations of the way that the system was put in and designed. We are limited by the size of the rooftop unit, size of the compressors, size of the ductwork and all of the components that come into that. We can definitely improve it and offer some savings as well. Mr. Maxwell asked if there was any idea at all as to the cost to completely do away with the old system and go completely to gas. Mr. Walker replied that they did not figure those costs because they are well beyond financially what we were told the constraints were. Further discussion took place. Mr. Culp asked Mr. Stevens if he had time to analyze the information provided. Mr. Stevens replied that he had and he personally feels that they are good solutions. The energy savings seem very reasonable. Mr. Stevens stated that he knows Emcore's reputation and they are a very good company. I feel very comfortable with them. Mr. Culp asked Mr. Stevens how accurate he felt that their project costs are? Mr. Stevens replied that he feels they are pretty close to accurate. Another thing to keep in mind about this process is that there are no change orders; therefore, if a mistake was made in their evaluation of the facility, they are responsible for the cost. Mr. Stevens continued to state that he feels very comfortable that EMCOR can do the job. The Commissioners would like some time to review the options that have been presented. Mr. Maxwell made a motion to take the information presented under advisement until the May meeting. Mr. Walstra seconded and the motion carried. A timeline of the process was also requested.

**AFTER THE JASPER COUNTY REGIONAL WATER AND SEWER DISTRICT MEETING:**

WEIGHTS & MEASURES INSPECTOR: Michael Quinn, Weights & Measures Inspector for LaPorte County, was present to provide some information in regards to the job duties of an inspector. Mr. Quinn explained that, according to State law, any county with a population of 30,000 or more is required to have an Inspector of Weights and Measures. There are currently 53 counties in Indiana that have their own inspectors. The remaining counties are covered by the State employees. There are some costs involved with starting up a program. Mr. Quinn stated that the costs are minimal and he really doesn't believe that Jasper County would need a full-time inspector. In comparison, the Marshall County inspector works approximately 12 hours per week and is paid between \$12,500.00 and \$13,500.00. As a full-time inspector, Mr. Quinn stated that he makes \$30,000.00 per year. In order to be qualified, the inspector is required to take a test administered by the State.

**AFTER THE JASPER COUNTY DRAINAGE BOARD MEETING:**

PAYROLL / BOARD MEMBERS: Auditor Grow reported that it is her understanding, from recent conferences that she has attended, that all board members as well as the Deputy Coroners are to be paid from payroll rather than through claims. Mr. Culp requested a legal opinion.

INNKEEPER'S TAX / ORDINANCE: Auditor Grow reported that the monthly innkeeper's tax amounts collected so far have been \$8,562.89 in January and \$8,552.68 in February for a total of \$17,115.57. Mr. Culp stated that Attorney Eric Beaver has reviewed the "Ordinance Creating the Jasper County Tourism Commission" submitted by Kevin Kelly, Economic Development Director. Mr. Walstra made a motion to approve the ordinance being advertised for a public hearing. Mr. Maxwell seconded and the motion carried.

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COMMUNITY CORRECTIONS / TRAINING: William Wakeland, Director / Community Corrections, has informed the Commissioners per letter that Regina Coulter, Electronic Monitoring Supervisor, will be attending training at BI Inc in Anderson on April 18 and 19, 2013. The training is free and the cost of the hotel will be paid for out of the Project Income Fund. Mr. Walstra made a motion to approve. Mr. Maxwell seconded and the motion carried.

GRANT CONFERENCE: Auditor Grow stated that there will be a grant conference in Williamsport on April 10. The State is requiring that at least two (2) people who handle grant money attend the conference. Permission to attend was requested. Mr. Maxwell made a motion to approve. Mr. Walstra seconded and the motion carried.

DOCUWARE / CONFERENCE: Auditor Grow has requested permission for herself and Deputy Auditor, Barb Robinson, to attend the Docuware Conference on April 15 in Mishawaka, Indiana. Mr. Maxwell made a motion to approve. Mr. Walstra seconded and the motion carried.

There being no further business, Mr. Maxwell made a motion to continue the meeting until Monday, April 15, 2013 on an as needed basis only. Mr. Walstra seconded and the motion carried.

JASPER COUNTY BOARD OF COMMISSIONERS:

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Kendell Culp, President

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James A. Walstra, Vice President

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Richard E. Maxwell, Member

ATTEST:

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Kimberly K. Grow, Auditor of Jasper County

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